



Amherst Massachusetts

ASSISTANT TOWN MANAGER / FINANCE DIRECTOR

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October 23, 2009

TO: Select Board
Finance Committee
Larry Shaffer, Town Manager

FROM: John P. Musante, Assistant Town Manager/Finance Director

JPM

CC: Sonia Aldrich, Comptroller

SUBJECT: FY 10 Municipal Budget/Actual Report for Quarter Ending September 30, 2009

Attached please find two reports detailing year to date performance versus budget for revenues and expenditures for the General Fund and Enterprise Funds. We are 25% thru the fiscal year. Overall, it is still too early in the fiscal year to draw meaningful conclusions, but there do not appear to be any significant negative surprises so far. Most variances from the 25% benchmark are related to timing issues, not problems with the budgeted amount. Key items/issues are highlighted below.

1. GENERAL FUND

Revenues: Thru September 30, 2009, the Town has collected 21% of budgeted revenues.

- Charges for Services: The \$797,467 budgeted will be posted to the General Fund via journal entry by the Comptroller soon. These are budgeted reimbursements from the Enterprise Funds for General Fund services.
- Motor Vehicle Excise: Only 8% collected year to date. Most excise bills are billed and collected in February.
- Other Excise: \$10,417 collected reflects the first quarter distribution of hotel/motel excise taxes (period of June – August 2009). Revenues from the increased local option hotel/motel taxes and meals tax will begin to be reflected in the December 31 distribution of tax receipts from the Commonwealth.
- Property Tax: 25% collected. Second half bills in January will include new growth. On pace to again exceed 98% collection rate thru fiscal year end.
- State Aid: So far so good, but awaiting details about Governor's impending announcement of mid-year "9C cuts."

Expenditures: Thru September 30, 2009, expenditures total 25% of budgeted expenditures. This figure includes funds that have been encumbered, but not yet expended. Variances from the 25% benchmark in most cases reflect the fact that funds have been encumbered for anticipated expenditures later in the fiscal year.

- **Legal:** Figure only includes the bill for July.
- **Information Technology:** IT expenditures suggest 46% “expended”, but this includes funds reserved for contractual service and licensing agreements for the remainder of the fiscal year.
- **Employee Benefits:** While YTD expenditures are at 35% of budget, that figure includes 50% of the annual retirement assessment from the Hampshire County Retirement System.
- **Education:** 26% expended. Includes elementary schools budget and regional schools first quarter assessment.
- **Veterans Services:** Benefits claims on pace to exceed budget. State eventually reimburses Town for 75% of eligible claims.

2. **ENTERPRISE FUNDS**

Thru September 30, 2009, revenues and expenditures are within a reasonable range for each of the Enterprise Funds (Water, Sewer, Solid Waste, and Transportation). Variances are due to timing issues rather than any trend. A large payment from UMass for July – September water/sewer services was received in October. If you include this revenue, YTD collections for water/sewer increase to 24%.

TOWN OF AMHERST
Year to Date Budget Report
FY2010 REVENUES
Through September- 30, 2009

updated 10/17/2009

| | REVISED EST REVENUES | ACTUAL YTD REVENUE | REMAINING REVENUE | PCT COLL |
|----------------------------------|---------------------------|---------------------------|---------------------------|-------------|
| TOWN GENERAL FUND | | | | |
| CHARGES FOR SERVICES | \$ (797,467.00) | \$ - | \$ (797,467.00) | 0% |
| DEPART-CEMETERIES | \$ (5,000.00) | \$ (450.00) | \$ (4,550.00) | 9% |
| DEPART-GOLF COURSE | \$ (262,000.00) | \$ (88,350.06) | \$ (173,649.94) | 34% |
| DEPART-RECREATION | \$ (563,648.00) | \$ (25,136.55) | \$ (538,511.45) | 4% |
| FINES AND FORFIETS | \$ (169,000.00) | \$ (32,415.75) | \$ (136,584.25) | 19% |
| INVESTMENT INCOME | \$ (200,000.00) | \$ (52,786.37) | \$ (147,213.63) | 26% |
| LICENSES AND PERMITS | \$ (790,550.00) | \$ (130,803.05) | \$ (659,746.95) | 17% |
| MISC NON-RECURRING | \$ (1,523,223.00) | \$ (7,153.59) | \$ (1,516,069.41) | 0% |
| MOTOR VEHICLE EXCISE | \$ (1,320,000.00) | \$ (106,374.23) | \$ (1,213,625.77) | 8% |
| OTHER DEPT REVENUE | \$ (323,120.00) | \$ (66,270.24) | \$ (256,849.76) | 21% |
| OTHER EXCISE | \$ (290,000.00) | \$ (10,417.00) | \$ (279,583.00) | 4% |
| PENALTY AND INTEREST | \$ (132,000.00) | \$ (30,662.35) | \$ (101,337.65) | 23% |
| PL PILOT | \$ (918,458.00) | \$ - | \$ (918,458.00) | 0% |
| PROPERTY TAXES | \$ (35,957,750.00) | \$ (9,054,444.24) | \$ (26,903,305.76) | 25% |
| RENTALS | \$ (56,500.00) | \$ (9,484.00) | \$ (47,016.00) | 17% |
| SPECIAL ASSESSMENTS | \$ (669,517.00) | \$ - | \$ (669,517.00) | 0% |
| STATE AID | \$ (14,206,833.00) | \$ (3,411,976.00) | \$ (10,794,857.00) | 24% |
| TRANSFERS IN | \$ (3,128,026.00) | \$ - | \$ (3,128,026.00) | 0% |
| TOTAL TOWN GENERAL FUND | \$ (61,313,092.00) | \$ (13,026,723.43) | \$ (48,286,368.57) | 21% |
| 6001 SEWER FUND | | | | |
| R4440 SF OPERATING BUDGET REV | \$ (3,723,158.00) | \$ (596,977.59) | \$ (3,126,180.41) | 16% |
| TOTAL SEWER FUND | \$ (3,723,158.00) | \$ (596,977.59) | \$ (3,126,180.41) | 16% |
| 6002 WATER FUND | | | | |
| 60021990 WF INTERFUND TRANSFERS | \$ (215,684.00) | \$ - | \$ (215,684.00) | 0% |
| R4450 WF OPERATING BUDGET REV | \$ (3,922,000.00) | \$ (658,259.85) | \$ (3,263,740.15) | 17% |
| TOTAL WATER FUND | \$ (4,137,684.00) | \$ (658,259.85) | \$ (3,479,424.15) | 16% |
| 6003 SOLID WASTE FUND | | | | |
| 60031990 SWF INTERFUND TRANSFER | \$ (24,194.00) | \$ - | \$ (24,194.00) | 0% |
| R4435 SWF OPERATING BUDGET REVE | \$ (507,000.00) | \$ (173,384.87) | \$ (333,615.13) | 34% |
| TOTAL SOLID WASTE FUND | \$ (531,194.00) | \$ (173,384.87) | \$ (357,809.13) | 33% |
| 6005 TRANSPORTATION FUND | | | | |
| 60051990 TRANS INTERFUND TRANSFI | \$ (84,323.00) | \$ - | \$ (84,323.00) | 0% |
| R4480 PARKING OPERATING REVENUE | \$ (903,700.00) | \$ (218,307.86) | \$ (685,392.14) | 24% |
| TOTAL TRANSPORTATION FUND | \$ (988,023.00) | \$ (218,307.86) | \$ (769,715.14) | 22% |

TOWN OF AMHERST
Year to Date Budget Report
FY2010 Expenses
Through September- 30, 2009

updated 10/17/2009

| | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--------------------------------|-------------------|-----------------|---------------|---------------------|-------------|
| TOWN GENERAL FUND | | | | | |
| SELECT BOARD | \$ 47,742.00 | \$ 10,033.17 | \$ 560.00 | \$ 37,148.83 | 22% |
| TOWN MANAGER | \$ 173,721.00 | \$ 50,291.33 | \$ 1,359.90 | \$ 122,069.77 | 30% |
| FINANCE COMMITTEE | \$ 100,800.00 | \$ 100.00 | \$ - | \$ 100,700.00 | 0% |
| DIRECTOR OF FINANCE & ADMIN | \$ 232,941.00 | \$ 51,417.92 | \$ 9,950.00 | \$ 171,573.08 | 26% |
| ACCOUNTING | \$ 218,747.00 | \$ 49,777.32 | \$ 3,487.00 | \$ 165,482.68 | 24% |
| ASSESSOR | \$ 183,040.00 | \$ 42,492.40 | | \$ 140,547.60 | 23% |
| COLLECTOR/TREASURER | \$ 229,374.00 | \$ 53,958.62 | \$ 3,045.50 | \$ 172,369.88 | 25% |
| LEGAL SERVICES | \$ 95,000.00 | \$ 13,150.55 | \$ - | \$ 81,849.45 | 14% |
| HUMAN RESOURCES | \$ 140,362.00 | \$ 33,583.48 | \$ 18,750.01 | \$ 88,028.51 | 37% |
| EMPLOYEE BENEFITS | \$ 5,883,901.00 | \$ 2,068,082.69 | \$ 3,780.00 | \$ 3,812,038.31 | 35% |
| INFORMATION SYSTEMS | \$ 463,840.00 | \$ 170,204.54 | \$ 44,433.72 | \$ 249,201.74 | 46% |
| TOWN CLERK | \$ 163,043.00 | \$ 39,608.96 | \$ - | \$ 123,434.04 | 24% |
| ELECTIONS | \$ 21,774.00 | \$ 3,285.15 | | \$ 18,488.85 | 15% |
| REGISTRATIONS | \$ 6,750.00 | \$ 2,013.00 | \$ - | \$ 4,737.00 | 30% |
| TOWN HALL FACILITY | \$ 215,204.00 | \$ 26,967.83 | \$ 10,444.57 | \$ 177,791.60 | 17% |
| BANGS COMMUNITY CENTER | \$ 225,291.00 | \$ 46,600.28 | \$ 14,034.90 | \$ 164,655.82 | 27% |
| NORTH AMHERST & CUSHMAN SCHOOL | \$ 3,550.00 | \$ 259.89 | \$ 1,025.00 | \$ 2,265.11 | 36% |
| AMHERST COMM CHILDCARE FACILIT | \$ 4,200.00 | \$ 74.77 | \$ 1,150.00 | \$ 2,975.23 | 29% |
| MUNSON LIBRARY | \$ 43,077.00 | \$ 8,286.16 | \$ 331.90 | \$ 34,458.94 | 20% |
| MISCELLANEOUS AND INSURANCE | \$ 222,561.00 | \$ 1,919.06 | | \$ 220,641.94 | 1% |
| GENERAL SERVICES | \$ 187,760.00 | \$ 44,443.76 | \$ 6,599.76 | \$ 136,716.48 | 27% |
| INTERFUND TRANSFERS | \$ 1,261,200.00 | | | \$ 1,261,200.00 | 0% |
| POLICE FACILITY | \$ 210,791.00 | \$ 33,700.58 | \$ 554.49 | \$ 176,535.93 | 16% |
| POLICE DEPARTMENT | \$ 3,899,208.00 | \$ 720,070.70 | \$ 94,664.32 | \$ 3,084,472.98 | 21% |
| FIRE DEPARTMENT | \$ 3,601,839.00 | \$ 1,084,427.96 | \$ 44,075.60 | \$ 2,473,335.44 | 31% |
| DISPATCH CENTER | \$ 551,703.00 | \$ 129,293.68 | \$ 4,209.63 | \$ 418,199.69 | 24% |
| ANIMAL CONTROL | \$ 51,845.00 | \$ 10,452.77 | | \$ 41,392.23 | 20% |
| EDUCATION | \$ 32,955,811.00 | \$ 8,077,073.78 | \$ 415,424.19 | \$ 24,463,313.03 | 26% |
| PUBLIC WORKS ADMINISTRATION | \$ 268,385.00 | \$ 56,231.03 | | \$ 212,153.97 | 21% |
| CONSTRUCTION AND MAINTENANCE | \$ 578,800.00 | \$ 128,193.47 | \$ 43,432.75 | \$ 407,173.78 | 30% |
| SNOW AND ICE | \$ 240,410.00 | \$ 531.70 | \$ 26,000.00 | \$ 213,878.30 | 11% |
| STREET LIGHTS | \$ 90,575.00 | \$ 11,120.18 | \$ - | \$ 79,454.82 | 12% |
| TRAFFIC LIGHTS | \$ 21,673.00 | \$ 4,092.36 | \$ 2,194.00 | \$ 15,386.64 | 29% |
| EQUIPMENT MAINTENANCE | \$ 259,245.00 | \$ 53,454.23 | \$ 6,430.45 | \$ 199,360.32 | 23% |
| CEMETERY MAINTENANCE | \$ 19,957.00 | \$ 3,734.30 | \$ - | \$ 16,222.70 | 19% |
| PARKS AND COMMONS | \$ 286,086.00 | \$ 68,229.42 | \$ 964.35 | \$ 216,892.23 | 24% |
| TREE CARE | \$ 78,811.00 | \$ 17,954.21 | \$ 1,634.43 | \$ 59,222.36 | 25% |
| CONSERVATION OPERATIONS | \$ 239,634.00 | \$ 52,188.49 | | \$ 187,445.51 | 22% |
| PLANNING DEPARTMENT OPERATIONS | \$ 299,928.00 | \$ 70,594.31 | \$ - | \$ 229,333.69 | 24% |
| INSPECTION SERVICES OPERATIONS | \$ 347,000.00 | \$ 85,974.50 | \$ 870.00 | \$ 260,155.50 | 25% |
| PUBLIC HEALTH OPERATIONS | \$ 283,844.00 | \$ 63,292.92 | \$ - | \$ 220,551.08 | 22% |
| COUNCIL ON AGING OPERATIONS | \$ 197,007.00 | \$ 45,593.78 | | \$ 151,413.22 | 23% |
| VETERANS SERVICES OPERATIONS | \$ 168,339.00 | \$ 55,892.37 | | \$ 112,446.63 | 33% |
| LEISURE SERVICES AND SUP ED | \$ 568,488.00 | \$ 127,987.61 | | \$ 440,500.39 | 23% |
| OUTDOOR POOL OPERATIONS | \$ 97,154.00 | \$ 60,841.84 | \$ 1,500.00 | \$ 34,812.16 | 64% |
| CHERRY HILL OPERATIONS | \$ 217,930.00 | \$ 75,729.44 | \$ 5,928.40 | \$ 136,272.16 | 37% |
| COMMEMORATIONS | \$ 875.00 | \$ - | \$ 315.80 | \$ 559.20 | 36% |
| DEBT SERVICE | \$ 973,751.00 | \$ 2,274.60 | | \$ 971,476.40 | 0% |

TOWN OF AMHERST
Year to Date Budget Report
FY2010 Expenses
Through September- 30, 2009

updated 10/17/2009

| | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|----------------------------------|-------------------------|-------------------------|----------------------|-------------------------|-------------|
| REGIONAL DEBT ASSESSMENTS | \$ 572,116.00 | \$ 105,456.17 | \$ - | \$ 466,659.83 | 18% |
| STATE ASSESSMENTS | \$ 1,017,231.00 | \$ 254,309.00 | \$ - | \$ 762,922.00 | 25% |
| COUNTY AND SPECIAL ASSESSMENTS | \$ 1,622,487.00 | \$ 241,388.00 | \$ - | \$ 1,381,099.00 | 15% |
| OVERLAY | \$ 262.00 | \$ - | \$ - | \$ 262.00 | 0% |
| JONES LIBRARY OPERATIONS | \$ 1,468,029.00 | \$ 322,548.29 | \$ - | \$ 1,145,480.71 | 22% |
| TOTAL TOWN GENERAL FUND | \$ 61,313,092.00 | \$ 14,679,182.57 | \$ 767,150.67 | \$ 45,866,758.76 | 25% |
| SEWER FUND | | | | | |
| INTERFUND TRANSFERS | \$ 679,744.00 | | \$ - | \$ 679,744.00 | 0% |
| WASTE WATER TREATMENT PLANT | \$ 2,870,247.00 | \$ 392,095.61 | \$ 465,644.97 | \$ 2,012,506.42 | 30% |
| SEWER MAINTENANCE | \$ 173,167.00 | \$ 37,901.79 | \$ 2,508.00 | \$ 132,757.21 | 23% |
| TOTAL SEWER FUND | \$ 3,723,158.00 | \$ 429,997.40 | \$ 468,152.97 | \$ 2,825,007.63 | 24% |
| WATER FUND | | | | | |
| INTERFUND TRANSFERS | \$ 761,016.00 | | \$ - | \$ 761,016.00 | 0% |
| WATER DEPARTMENT OPERATIONS | \$ 3,376,668.00 | \$ 496,895.92 | \$ 59,463.66 | \$ 2,820,308.42 | 16% |
| TOTAL WATER FUND | \$ 4,137,684.00 | \$ 496,895.92 | \$ 59,463.66 | \$ 3,581,324.42 | 13% |
| SOLID WASTE FUND | | | | | |
| INTERFUND TRANSFERS | \$ - | \$ - | \$ - | \$ - | 0% |
| SOLID WASTE FUND | | | | \$ - | |
| SOLID WASTE FACILITIES | \$ 531,194.00 | \$ 100,117.58 | \$ 73,748.19 | \$ 357,328.23 | 33% |
| TOTAL SOLID WASTE FUND | \$ 531,194.00 | \$ 100,117.58 | \$ 73,748.19 | \$ 357,328.23 | 33% |
| TRANSPORTATION FUND | | | | | |
| INTERFUND TRANSFERS | \$ 146,907.00 | \$ - | \$ - | \$ 146,907.00 | 0% |
| PARKING FACILITIES | \$ 466,755.00 | \$ 123,918.02 | \$ 10,699.20 | \$ 332,137.78 | 29% |
| PUBLIC TRANSPORTATION | \$ 374,361.00 | \$ - | \$ - | \$ 374,361.00 | 0% |
| TOTAL TRANSPORTATION FUND | \$ 988,023.00 | \$ 123,918.02 | \$ 10,699.20 | \$ 853,405.78 | 14% |